CCS Sprint 1 Planning|MINUTES

Meeting date | Time: 02*/16/2022 9:15 AM* to 9:35 AM

Meeting location: Heritage College B219

# Attendees

|  |  |  |
| --- | --- | --- |
| Abraham Getachew | Development Team |  |
| Alexander Dionne | Scribe |  |
| Arsen Hakobyan | Assistant Project Manager |  |
| Christopher Elliott | Project Manager |  |
| Emmanuelle Fontaine | Development Team |  |
| Nahom Haile | Development Team |  |
| Noah Loomis | Development Team |  |
| Zhaojiang Zhong | Development Team |  |

# Invited but Did Not Attend

N/A

# Subject

To discuss both the preparation and planning of sprint 1.

# Discussion Topics

* Allan wants the teacher flow to be highly prioritized for this sprint
* Tasks for what Allan requested in the previous meeting should all be in the backlog
* There may be tasks regarding the Teacher flow still left to do for next sprint
* Anything UI related can be shown to Allan once or twice a week for feedback
* 30% more effort into visuals
* Avoiding re-work as per the agile process
* Today will be loading up sprint 1 with tasks
* Pipelines may be soon implemented
* Versioning format (Major. Minor. Patch), we chose not to have a build number
* Estimate our new tasks and have peer review hours be included
* Missing x-unit testing tasks
* The option of having x-unit testing under existing user stories or creating new ones
* The option of tasks being assigned by APM or picking them ourselves
* Commit status for this sprint (estimating to be done by noon today)
* A02b review with Chris for excel spreadsheet plan
* 4 definitions of success

# Decisions

|  |  |
| --- | --- |
| D1 | Teacher workflow is the main priority of this sprint (CRUD) |
| D2 | Versioning will follow the format of Major. Minor. Patch (ex. 1.0.0) |
| D3 | X-unit testing will be under a user story |
| D4 | Arsen will assign tasks this sprint |

# Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A1 | Alex | Sending out the meeting minutes | Open | 02/16/2022 |
| A2 | Arsen | Send commit email by noon | Open | 02/16/2022 |

# Follow up and next steps

* Send meeting minutes to Chris.
* Send commit email to client.
* Update backlog